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<b>Bulletin Number</b>	45472BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Probation
<b>Position Title</b>	NUTRITIONIST I
<b>Exam Number</b>	F4802A
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	10/24/2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3362.45
<b>Salary Maximum</b>	4399.55
<b>Benefits Information</b>	<b>Represented Employees</b> • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	Provides technical support to a food and nutrition services program by assisting in developing menus (regular, medical and modified), conducting food and nutrition monitoring activities, developing and conducting surveys and/or studies; providing one-on-one and group training on the subject of nutrition and/or food service, assisting with special projects and consulting with medical staff regarding the nutritional needs of the juvenile population residing at County Probation camps and halls.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Assists in preparing 5-week cycle menus that are in compliance with the National School Lunch Program (NSLP) and Title 15 regulations.</li> <li>• Assists in developing medical and modified diet menus in accordance with medical and/or modified standards.</li> <li>• Conducts monitoring activities and inspections at juvenile halls and camps and prepares related reports.</li> <li>• Responds to inquiries regarding medical and modified diets.</li> <li>• Assists with annual updating of the Medical Diet Manual.</li> <li>• Prepares food and nutrition services' reports, documents and forms.</li> <li>• Conducts food satisfaction surveys at juvenile halls and camps.</li> <li>• Develops and provides food and nutrition related training, workshops and presentations.</li> <li>• Assists with NSLP and Title 15 standards and compliance activities.</li> <li>• Develops nutrition education plans and materials.</li> </ul>
<b>Requirements</b>	<b>SELECTION REQUIREMENTS:</b> Registration or eligibility for registration as a Registered Dietitian (RD) by the American Dietetic Association <u>OR</u> registration or eligibility for registration as a Registered Dietitian Nutritionist (RDN) by the American Dietetic Association.
<b>Physical Class</b>	<b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

<b>License(s) Required</b>	<p>Registration* as a registered Dietitian by the Commission on Dietetic Registration.</p> <p>Registration* as a registered Dietitian Nutritionist by the Commission on Dietetic Registration.</p> <p>A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>
<b>Special Requirement Information</b>	<p>* Please be sure to provide information and documentation supporting required registration and certification. Make sure to write the title of the registration/certification, the registration/certification number, date issued, date of expiration and the name of the issuing agency as specified in the SELECTION REQUIREMENTS.</p> <p><b>Submit a legible photocopy of the required registration/certification to your application at the time of filing.</b> If you are unable to attach required documents, you may fax the documents to (562) 401- 2885 during the examination process. Please include your name, the exam number and exam title on the faxed documents.</p> <p>Applications submitted without the required evidence of registration or proof of eligibility for registration will be considered incomplete until such information is provided. The original registration must be presented during the selection process and prior to appointment.</p> <p><b>REGISTRATION MUST BE CURRENT AND UNRESTRICTED; CONDITIONAL, PROVISIONAL, PROBATIONARY OR A RESTRICTED REGISTRATION WILL NOT BE ACCEPTED.</b></p>
<b>Accreditation Information</b>	<p><b>Accreditation:</b> Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
<b>Examination Content</b>	<p><b>EXAMINATION CONTENT:</b></p> <p>This examination will consist of a structured interview covering training, experience, personal fitness, and general ability to perform the duties of the position weighted 100%.</p> <p>Candidates who do not achieve a passing score on the structured interview will be notified by mail. <b>SCORES CANNOT BE GIVEN OVER THE PHONE.</b></p> <p>Candidates must achieve a passing score of 70% or higher on the structured interview in order to be placed on the eligible register.</p> <p>No candidate may compete in this examination more than once every twelve (12) months.</p> <p><b>**ALL APPLICANTS MUST ENTER A CURRENT/UPDATED EMAIL ADDRESS AND MAILING ADDRESS AT THE TIME OF FILING. ENTERING AN INVALID ADDRESS MAY RESULT IN THE REJECTION OF YOUR</b></p>

**APPLICATION DURING THE EXAMINATION PROCESS.**

**\*\*ALL APPLICANTS MUST NOTIFY THE EXAMINATIONS AND RECRUITMENT UNIT IN WRITING OF ANY MAILING AND/OR EMAIL ADDRESS CHANGES VIA FAX TO (562) 401-2885. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.**

**Special Information**

A thorough background investigation including, but not limited to a Live Scan and criminal records check will be conducted prior to appointment.

**Vacancy Information**

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Probation Department.

**Eligibility Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this exam more than once every twelve (12) months.

**Available Shift**

Day

**Application and Filing Information**

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission). Facsimile and hard copy applications will not be accepted.

**Note:** You must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (562) 401- 2885 during the examination process. Please include your name, the exam number and exam title on the faxed documents.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualification's for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record, and result in an automatic rejection of your application.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related

education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Failure to provide the complete information including the name(s) and address(es) of your employer(s), your job title(s), beginning and ending dates, the functions performed including a description of your role, level of involvement, independence, and information about the size of your organization, complexity and level of accountability related to your experience may impact assessment of your qualifications and acceptance into the examination process.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	EXAM ANALYST
<b>Department Contact Phone</b>	(562) 940-2659
<b>Department Contact Email</b>	REGINA.PEREYRA@probation.lacounty.gov
<b>ADA Coordinator Phone</b>	(562) 940-3552
<b>Teletype Phone</b>	(877) 988-7800
<b>California Relay Services Phone</b>	800-735-2922
<b>Job Field</b>	Health Other
<b>Job Type</b>	Professional

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